 <b>Missouri Department of Natural Resources Administrative Policies and Procedures</b>		
<b>Chapter 3 Work Environment</b>		
<b>Delegation of Administrative and Operational Authority Policy</b>	<b>Effective date</b>	<b>Revised</b>
<b>Number: 3.04</b>	<b>August 24, 2001</b>	<b>January 26, 2006</b>

This policy outlines the chain of command within the Department of Natural Resources in the event the department director or deputy department director(s) are absent and cannot be reached. The efficient operation of the department is assured when plans are made for such absences.

## **GENERAL PROVISIONS**

### **Absence of Department Director**

In the absence of the department director for less than thirty (30) consecutive days due to out-of-state travel or circumstances where the department director has so delegated, the following deputy department director, in the order presented, will be vested with all administrative and operational authority conferred upon the department director.

1. Deputy Department Director, Operations
2. Deputy Department Director, Policy
3. Deputy Department Director, Water Resources
4. Deputy Department Director, Legal

### **Absence of Department Director and One or More Deputy Department Directors**


In the absence of the department director and one or more of the deputy department directors the chain of authority will be follows:

1. Department Director and Deputy Director, Operations absent, the Deputy Director, Policy
2. Department Director and Deputy Director for Operations and Policy absent, the Deputy Director, Water Resources

The deputy department director so delegated will be vested with all administrative and operational authority conferred upon the department director.

### **Exception**

The exception to the delegation outlined above is for documents signed by the department director as the State Historic Preservation Officer. The Division of State Park's division director, also the Deputy State Historic Preservation Officer, will be responsible for signature of those documents.

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### **Absence of the Department Director and all Department Deputy Directors**

If the department director and all deputy department directors are absent for less than thirty (30) consecutive days due to out-of-state travel or circumstances where the department director has so delegated, the division director in order listed below, is vested with all administrative and operational authority conferred upon the department director with the exception of appointing authority and State Historic Preservation Officer:

- a. Director - Division of State Parks
- b. Director – Division of Environmental Quality
- c. Director – Field Services Division
- d. Director – Division of Geology and Land Survey

### **Exercise of Authority**

In the event administrative or operational authority is exercised by a division director acting pursuant to this policy, before the implementation or execution of a decision having a significant impact upon Department of Natural Resources operations or policies, the division director shall:

- a. Attempt to consult with the department director and /or the deputy department director(s); and,
- b. Consult with the division director or deputy division director having responsibility regarding the particular issue; and,
- c. Consult with the department's General Counsel.

### **Absence of Division Director**

Prior to an absence that would make the division director unavailable for communications concerning division operations, the division director shall notify the department director and deputy department director of the nature and planned duration of such absence.

During the absence of the division director and to the extent authorized by the department director and/or deputy department director, the deputy division director may be vested with all authority conferred upon the division director.